



DAYSPRING TRUST – NOW NORTHERN LIGHTS LEARNING TRUST

Safer Recruitment Policy

Northern Lights Learning Trust (NLLT) have adopted all policies pertaining to Dayspring Trust – Ian Ramsey CE Academy and Venerable Bede CE Academy – from 1 February 2023 and will be reviewed in due course.

Ratified by: Executive Headteacher
Date of review: Autumn Term 2022
Date of next review: Autumn Term 2023

The Dayspring Trust aims to serve its community by providing an education of the highest quality within the context of Christian faith and practice. It encourages an understanding of the meaning and significance of faith, and promotes Christian values through the experience it offers to all its pupils. We believe that our Christian values spring from the two great commandments, 'Love God and love your neighbour'. We seek to live this out through the power of the Holy Spirit. St Paul reminds us in Galatians 5.22-23 that the fruit of the Spirit is "Love, joy, peace, patience, kindness, goodness, faithfulness, gentleness and self-control". These are also underpinned by the Old Testament injunction to "Do justly, love mercy and walk humbly with our God" Micah 6.8. These values rooted in the Christian Faith come as a package and we aim to embed them in the life of our academies in a worked out way. We recognise that at times we may highlight particular values to bring them into greater prominence within our academies and these are currently the five values of Forgiveness, Hope, Joy, Perseverance and Wisdom. We believe these values to be in accordance with British values springing from our Judeo-Christian roots. Collective worship will play a major and vital part in assisting with this process of embedding these values in the life of our academies.

The Multi Academy Trust Members and Directors are aware of their responsibilities in law and are committed to the provision of an excellent education within its academies in accordance with our Anglican foundation. This is embraced in our Dayspring Trust vision statement:

- **Forge a supportive and challenging family of academies**
- **Provide excellent education within a strong Christian community**
- **Resource our pupils for wise and generous living**

In addition, each academy also has its own distinctive mission statement, flowing out from the vision statement of the Dayspring Trust.

At Ian Ramsey CE Academy:

"Together to learn, to grow, to serve."

This is embodied in scripture:

'Each of you should use whatever gifts you have received to serve others, as faithful stewards of God's grace in its various forms.' 1. Peter 4.10

At Venerable Bede CE Academy:

"Soar to the heights together"

This is embodied in scripture:

'But those who hope in the Lord will renew their strength. They will soar on wings like eagles; they will run and not grow weary, they will walk and not be faint.' Isaiah 40:31

Introduction

In recruiting and selecting staff, Dayspring Trust aims to create a culture of vigilant safer recruitment within each academy in the Trust.

We have adopted recruitment and selection procedures inclusive of statutory checks/evidence which help deter, reject or identify people who may pose a risk or be unsuitable to work with children.

This policy is updated in line with the statutory guidance for schools: Keeping Children Safe in Education (KCSIE) 2022.

Recruitment and Selection Process

Dayspring Trust ensure that potential applicants are given the right messages about our commitment to recruit suitable people.

We have a safer recruitment culture that safeguards and promotes the welfare of children in our schools. As part of this culture, we adopt robust recruitment procedures that deter and prevent people who are unsuitable to work with children from applying for or securing employment, or volunteering opportunities within our schools.

The trust ensures that at least one member of any selection panel involved with the recruitment and employment of staff to work with children have received appropriate safer recruitment training, the substance of which covers the content of part three of the KCSIE guidance.

Adverts

Job adverts are explicit in defining the job role and demonstrate:

- the Trust's commitment to safeguarding and promoting the welfare of children in our care
- the post holder's responsibility to safeguarding requirements (included in the person specifications and job description) and the extent that the role will be engaged in regulated activity.
- that safeguarding checks will be undertaken
- whether the post is exempt from the Rehabilitation of Offenders Act (ROA) 1974.

Job Descriptions and Person Specifications

- The roles and responsibilities in all job descriptions and person specifications are transparent.
- The skills, abilities, experience, attitude, and behaviours required for the post are outlined.
- Safeguarding is a statutory responsibility for the whole workforce and therefore is evident in all job descriptions.

Application Packs

The importance of safeguarding and promoting the welfare of children is paramount to the Trust and is evident, promoted and embedded across all process in recruitment in order to deter unsuitable candidates.

Our application packs include:

- Application form –standardised template inclusive of all self –declaration elements for the role if it involves contact with children/vulnerable adults and are exempt from the rehabilitation of offenders Act 1974. Also demonstrated is how any confidential disclosures will be handled (in marked envelope or sent separately.)
- a statement in the application form or elsewhere in the information pack to applicants that it is an offence to apply for the role if the applicant is barred from engaging in regulated activity relevant to children.
- Advice to candidates that CVs are not accepted, as application form completion is mandatory or best practice.
- Job description and Person specifications- highlighting essential requirements.
- Recruitment of ex -offender policy statement if post requires this.

Shortlisting

Shortlisted candidates will be asked to complete a self-declaration of their criminal record or information that would make them unsuitable to work with children. Self-declaration is subject to Ministry of Justice guidance on the disclosure of criminal records. Further information can be found on GOV.UK.

For example:

- if they have a criminal history
 - if they are included on the children’s barred list
 - if they are prohibited from teaching
 - if they are prohibited from taking part in the management of an independent school
 - information about any criminal offences committed in any country in line with the law as applicable in England and Wales, not the law in their country of origin or where they were convicted
 - if they are known to the police and children’s local authority social care
 - if they have been disqualified from providing childcare (see paras 262-266), and,
 - any relevant overseas information.
-
- In line with section 216 and 217 of KCSIE 2022, this information is only requested from applicants who have been shortlisted and applicants will be asked to sign a declaration confirming the information they have provided is true.
 - Where there is an electronic signature, the shortlisted candidate should physically sign a hard copy of the application at point of interview.

- The purpose of a self-declaration is so that candidates will have the opportunity to share relevant information and allow this to be discussed and considered at interview before the DBS certificate is received.

Dayspring Trust will ensure that at least two people carry out the shortlisting exercise. Where possible, there will be a minimum of three panel members to allow for unavailability on the day of interviews. Only members of the panel involved in shortlisting the post can be included on the interview panel.

The shortlisting panel will:

- Review the application form to consider if the requirements of the person specification have been met.
- Consider any inconsistencies and look for gaps in employment and reasons given for them.
- Explore all potential concerns.
- In line with KCSIE 2022, the trust may, as part of the shortlisting process, consider carrying out an online search as part of their due diligence on the shortlisted candidates. This may help identify any incidents or issues that have happened, and are publicly available online, which the school might want to explore with the applicant at interview.

References

References are requested prior to the interview for all shortlisted candidates so that factual information can be obtained to support appointment decisions. References also provide an opportunity to explore anomalies with the referee and taken up with the candidate at the interview.

- A standardised confidential reference request form is used.
- References requested will ask specific questions about the suitability of the applicant to work with children.
- References cannot be provided directly by the applicant.
- At least two references are requested – one from the current/last employer and one from the last position a candidate has worked in (particularly if they have previously worked with children.)
- References must be completed by a senior person with appropriate authority (if the referee is school or college based, the reference should be confirmed by the Headteacher/Principal as accurate in respect of any disciplinary investigations)
- References should verify the individual's most recent relevant period of employment where the applicant is not currently employed
- The school will always verify any information with the person who provided the reference by telephone.
- Electronic references must originate from a legitimate source such as a work email address (not gmail for instance).
- The panel (or Headteacher if appropriate) will contact referees to clarify content where information is vague or insufficient information is provided
- The panel will compare the information on the application form with that in the reference and take up any discrepancies with the candidate
- The panel will scrutinise references and establish the reason for the candidate leaving their current or most recent post, and ensure any concerns are resolved satisfactorily before appointment is confirmed.

When asked to provide reference for an employee, the school will ensure information confirms whether they are satisfied with the applicant's suitability to work with children, and provide the facts (not opinions) of any substantiated safeguarding concerns/allegations that meet the harm threshold. Information about concerns/allegations which are unsubstantiated, unfounded, false, or malicious. Further guidance on references, including on the position regarding low-level concerns, is set out in Part four of KCSIE 2022.

References are an important part of the recruitment process and should be provided in a timely manner and not hold up proceedings. Any repeated concerns or allegations which have all been found to be false, unfounded, unsubstantiated or malicious should not be included in any reference.

Where an internal applicant applies for a post, we will seek references in line with our Safer Recruitment policy to ensure we are satisfied with the applicant's suitability for the post. Where a post is advertised and there is only one internal applicant, the full recruitment process will be followed in line with KCSIE 2022.

Interview

Interview panels include at least one member who has received safer recruitment training and has the authority to appoint in accordance with the Scheme of Delegation.

Interviews may take the form of many components:

- informal discussion
- pupil voice discussion
- written task
- teaching task

These are always followed by a formal face to face interview and must include the same individuals who have been part of the whole recruitment and selection process.

The interview process allows time for all information to be scrutinised. Any additional questions posed to verify those gaps or discrepancies are recorded.

Questions may be asked for all candidates to explore candidates' views and expectations in relation to working with children (motives /attitudes.)

The interview brings all the processes together to enable the panel to make an informed choice on who is the best candidate for the role.

All information considered in decision making should be clearly recorded along with decisions made.

Pre-employment checks

Following interview, we clearly outline the successful applicant's pre-employment check requirements according to the role advertised and our responsibilities as outlined in KCSIE 2022.

The offer of employment made by the panel is always **conditional** on satisfactory pre- employment checks which include the following:

- * Verification of identity
- * Enhanced DBS check with barred list for those in regulated activity (when using DBS update service, the original DBS certificate must still be sighted)

- * Qualifications- inclusive of prohibitive order check –employer access online
- * References
- * Establish right to work in the UK, including EU nationals
- * Medical clearances – mental and physical fitness to work
- * Individuals who have worked outside UK additional checks
- * Section 128 check to ensure that candidates taking up a management position are not subject to prohibition
- * Ensure that any applicant to be employed to carry out teaching work is not subject to a prohibition order issued by the Secretary of State (see paragraph 252 KCSIE) for prohibition checks or any sanction or restriction imposed (that remains current) by the GTCE (see paragraph 254), before its abolition in March 2012.

Single Central Record (SCR)

Schools must maintain a single central record of pre-appointment checks, referred to in the Regulations as “the register” and more commonly known as “the single central record”.

The Trust maintains a Single Central Record in each academy which will cover the following people:

- all staff, including teacher trainees on salaried routes
- teaching students
- agency and third-party supply staff, even if they work for one day
- volunteers
- directors/governing body
- visitors / contractors

The single central record must indicate whether the following checks have been carried out or certificates obtained, and the date on which each check was completed or certificate obtained:

- an identity check, (identification checking guidelines can be found on the GOV.UK website)
- a standalone children’s barred list check if working in supervised, regulated activity prior to DBS being obtained
- an enhanced DBS check (with children’s barred list check) requested/certificate provided
- a prohibition from teaching check
- further checks on people who have lived or worked outside the UK (see paragraphs 279-284)
- a check of professional qualifications, where required, and,
- a check to establish the person’s right to work in the United Kingdom.
- details of the section 128 checks undertaken for those in management positions.

The details of an individual will be removed from the single central record once they no longer work for the trust, or at the school (external staff).

The trust may also include some non-statutory information on SCR including:

- dates that safeguarding/safer recruitment training was completed
- safeguarding checks carried out on SCR document and name of persons who carried out checks

Copies of DBS certificate and records of criminal information are subject to UK GDPR/DPA 2018 Article 10 The school will not keep a copy of DBS certificates, without a valid reason to do so, and

for no longer than six months. A copy of the other documents used to verify the successful candidate's identity, right to work and required qualifications should be kept on their personnel file.

Policy Statement on the recruitment of ex -offenders

Due to the Protection of Freedoms Act 2012, the Trust has an accessible policy statement on the recruitment of ex-offenders which is available to all disclosure applicants from the outset of the recruitment process.

This considers:

- Sharing as an organisation that the trust utilises the DBS services to access suitability of applicants for posts which are included in the Rehabilitation of Offenders Act 1974 (exception order) 1975.
- Follow the DBS service codes of practice and undertake to treat all applicants for positions fairly.
- Commitments to the fair treatment of the workforce and potential staff and work within the Equality Act in this regard.
- DBS checks will form part of the recruitment process and encourage self- disclosure at the earliest opportunity in the application process.
- Those involved in recruitment have been suitably trained to assess the relevance and circumstances of any offences in an open and measured way, seeking support from their HR provider if required in support of any decisions about appointments.

Existing Staff

If we have concerns about an existing member of staff's suitability to work with children, we will carry out all the relevant checks as if the individual was a new member of staff.

Trustees

All Directors and local academy council members will have an enhanced DBS check.

The ESFA will undertake suitability checks on any newly appointed Chair of the Board as set out in the Keeping Children Safe in Education 2022.

Volunteers

Safer recruitment and selection processes apply to the whole workforce paid or unpaid within the Trust.

All volunteers are subject to the appropriate level of check for the role they are undertaking within the academy. New supervised volunteers should obtain a DBS enhanced check with no barred list. For existing supervised volunteers there is no requirement to obtain an enhanced check but one may be requested as considered necessary. A barred list check cannot be obtained.

Under no circumstance will a volunteer in respect of whom no checks have been carried out be allowed to work unsupervised or engage in regulatory activity.

Contractors

All contractors are subject to the appropriate level of check for the role they are undertaking at any of the academies within the Trust. Under no circumstance is a contractor in respect of whom no checks have been carried be allowed to work unsupervised or engage in regulatory activity.

Agency and Third -party staff

Written notifications must be received and verified of the checks which the organisation who employs the individual have carried out.

All agency staff will have their identity verified upon arrival to take up position.

Trainee/students

Written notification of the checks carried out by the initial teacher training provider must be received and verified.

Initial teacher training salaried by the academy are classed as being part of our workforce and all safer recruitment and selection practices apply.

Workforce induction

A Statutory induction must be completed, recorded and verified for all Teachers working in England who obtained QTS after May 7th 1999. This must be underpinned by the requirements of the Early Career Framework.

Induction Policy and Practice Guidance

All new starters receive an induction into the Christian ethos, systems, protocols and procedures within the academy which support safeguarding- this includes the CP Policy, code of conduct, role of the DSL, confidential reporting (whistleblowing). This ensures that the academy has a culture of vigilance through all policies and procedures being consistently applied across the workforce.

All staff receive appropriate safeguarding training which is regularly updated including basic safeguarding information of their first day in post.

Time scales for the completion of induction is clearly stated and adhered to.